

**ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMISSION**  
**Summary of Minutes**  
**September 25, 2007**

**Voting Members Present:**

David Felix, Deputy Director, Arizona Department of Public Safety (Chairman)  
Ray Allen, Assistant Chief, Tucson Fire Department  
Marcus Aurelius, Emergency Management  
Amy Brooks, Captain, Apache Junction Fire Department  
Hal Collett, Sheriff, La Paz County/Arizona Sheriff's Association  
Jan Hauk, Past President, Arizona Fire District Association Representative  
Tracy Montgomery, Assistant Chief, Phoenix Police Department  
Leesa Morrison, Director, Arizona Department of Homeland Security  
Dora Schriro, Director, Arizona Department of Corrections  
Dan Wills, Battalion Chief, Sedona Fire District  
Mike Worrell, Captain, Phoenix Fire Department

**Voting Members Absent:**

Michael Brashier, Communications Manager, City of Casa Grande  
Richard Miranda, Chief, Tucson Police Department  
Danny Sharp, Chief, Oro Valley Police Department  
Dewayne Woodie, Fire Chief, Ganado Fire District/EMS

**PSCC Support Office Attendees:**

Curt Knight, Executive Director, Public Safety Communications Commission  
Jeff Miner, Project Manager, Public Safety Communications Commission  
Renee Larson, Administrative Services Officer, Public Safety Communications Commission  
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

**Call to Order and Roll Call**

The meeting was called to order at 1:10 p.m. by Chairman David Felix. Roll call was taken by Ms. Evelyn Jablonski as noted above and a quorum was declared present.

**Approval of Minutes from July 10, 2007 and August 21, 2007**

Chairman Felix called for a motion to approve both the July 10, 2007 and August 21, 2007 minutes. Commissioner Dan Wills made the first motion for approval; Commissioner Hal Collett seconded and motion was carried unanimously.

**General Business**

Review/Discuss PSCC Drafting a Letter of Support for the City of Nogales Fire Department DHS/FEMA Grant

Mr. Curt Knight advised a request was received from the City of Nogales Fire Department for a letter of support reference the Nogales Fire Department's application to Department of Homeland Security/FEMA for funding under the 2007 Assistance to Firefighters Grant (AFG).

The Commission held a lengthy discussion on the pros and cons of providing support letters in general and the possible liabilities to the Commission. On a historical note, Mr. Knight advised in the early days of PSCC a letter of support was written to Major General David Rataczak at the Arizona Department of Emergency and Military Affairs to endorse their commitment to the Arizona Interagency Radio System. He indicated a second request for a letter of support was declined for another agency due to the limited information available.

Chairman Felix called for a motion to either endorse or not the letter of support requested by the Nogales Fire Department. Commissioner Leesa Morrison moved this request not be supported by means of a support letter due to our limited knowledge on the specifics of the grant application and based on the parameters of our statewide plan/statewide strategy criteria not being fully met. Motion seconded by Commissioner Dora Schriro and was unanimously passed.

Commissioner Wills suggested a motion for a letter of simple compliance be written which identified the elements of interoperability benchmarks that were met. Commissioner Ray Allen motioned in support of; Commissioner Mike Worrell seconded. Motion failed and the request for a written letter of compliance did not pass.

### **Demonstration Project**

Mr. Knight briefed the Commission on the Project Investment Justification (PIJ) status of the demonstration project with an anticipated review by the Government Information Technology Agency's (GITA) Information Technology Authorization Committee (ITAC) on October 24, 2007. It was decided at the last PSCC meeting we would be better served by having ITAC review and give their approval of our completed demonstration project PIJ.

Mr. Knight advised a draft PIJ was put in front of GITA for their review prior to the anticipated October 24 committee's review. Comments were received back from GITA with the PSCC Support Office currently working on the recommended changes. By their review, ITAC can then recognize our future direction and we can hopefully gain their attention and support of our long-term solution.

Mr. Knight briefed the Commission of an amendment in process to the Intergovernmental Agreement (IGA) already in existence with the City of Phoenix to expand their existing system with pass-through monies being provided by the Public Safety Communications Commission (PSCC). An Intergovernmental Agreement (IGA) with the Yuma Regional Communications System (YRCS) is also underway to be able to transfer pass-through monies to them from PSCC which would allow them to expand their existing system.

Commissioner Worrell questioned if the IGA's with Phoenix and Yuma would begin to address the governance issues tied with connecting those systems together. Mr. Knight advised it does not address governance but that the IGA's are being put in place between Department of Public Safety (DPS) and Phoenix, and DPS and Yuma for the purpose of establishing shared communication sites, microwave systems, and as a vehicle for a partner agency to expand its system.

Mr. Knight questioned if a motion should be put forward allowing us to go forward with the demonstration project pending the ITAC meeting and subsequent ITAC approval. He felt it would send a message to some of our partner agencies that we are trying to develop sharing agreements with. He expressed concern with having any more delays with the demonstration project as some local agencies are awaiting ITAC's approval to be able to dovetail their projects with our demonstration project.

Chairman Felix advised Mr. Knight is seeking approval to move forward with the demonstration project PIJ pending ITAC's approval. Commissioner Morrison motioned to approve subject to ITAC's approval. Mike Worrell seconded and motion was carried unanimously.

Chairman Felix requested our partner agencies bear with us as the state goes through its required steps in the approval process of our demonstration project. He felt it should be done correctly so as not to impact the future funding opportunities for the project which could then set the stage for the long-term solution.

### **Statewide Communications Interoperable Plan (SCIP) Review**

#### Discussion/Changes/Approval of the Plan Status/Timeline

Mr. Knight briefed on the draft Statewide Communications Interoperability Plan (SCIP) being sent to the Interoperable Communications Technical Assistance Program (ICTAP) for their review prior to August 30, 2007. ICTAP comments were received back in our office two weeks later (mid-September) with their suggested changes being reviewed and incorporated into the Plan and their additional requests for other required information being worked on by our contractors, Federal Engineering (FE) and Science Application Information Corporation (SAIC).

Commissioner Morrison commented she heard from federal DHS of all the states and territories who submitted their narrative in August Arizona was the only state in the nation or territory to have their narrative accepted by both the National Telecommunications and Information Administration (NTIA) and DHS, signed off and moved on. Chairman Felix praised the team's effort for this accomplishment.

Mr. Knight advised an updated and improved draft version would be sent to U.S. Department of Homeland Security (DHS) on or before the September 30, 2007 review deadline. Comments from this review are expected back from DHS in approximately two weeks.

Mr. Knight reported the SCIP was reviewed in front of the SIEC meeting this morning with local participation and input to the SCIP as well as several email comments sent to the PSCC Support Office with suggested changes and feedback. He indicated emailed SCIP comments from stakeholders are forwarded to FE for incorporation into the Plan.

He advised the SCIP was reviewed at the morning session of the Statewide Interoperability Executive Committee (SIEC) meeting with Federal Engineering soliciting our continued input and requesting further additional information for specific sections in the SCIP where gaps were identified and still lacking information. Local input and participation were received this morning at the SIEC meeting as well.

Ms. Lisa Meyerson reviewed for the Commission the aggressive deadlines being imposed upon the state team and the changing guidance having to be adapted to from the federal Department of Homeland Security. She mentioned the state team also had their own review process by SAIC in place with some good comments and feedback received and found to be very helpful.

Ms. Meyerson reported the state team would soon be discussing the topics of methodologies, criteria, and performance measures to be used as well as the steps of and operational process of entering into statewide standard operating procedures (SOPs). She advised as they begin to work through those topics she would like to seek guidance from the members of this community to gain their feedback.

She advised a new draft (SCIP) would be published on October 18 with instructions to the Commission to pay special attention to specific sections for the purpose of discussion at the October 23 meeting. She reported this next step would be a critical step in the process as they near the completion of the SCIP.

Ms. Meyerson reported the application workbook as well as the PSIC grant overview document have been posted on the PSCC website in draft form and is continuing to be worked on by Arizona DOHS with a final release date of this information targeted for the end of the week. This will allow the locals a 30-day window to work on and submit their application workbook to us. The grant overview document describes in detail the initiatives being proposed and the grant requirements, criteria, and guidance for the locals to follow for their funding proposals.

Critical next steps will be the task of evaluating those investment justifications (IJs) at the end of October so to be reported back to the Commission at the November meeting slated for November 13. Ms. Meyerson was proposing the November 13 meeting be rescheduled for November 20 to allow a bigger window of time for input, comment, and finalization of the SCIP and IJs before the final SCIP is submitted on December 3. After a brief discussion of this proposed date, November 20 was agreed upon as the date for the meeting.

Chairman Felix expressed an interest in being a part of the state team's meetings and requested meeting date information. Ms. Meyerson indicated they would schedule those meetings or conference calls as things progressed and advised those who wanted to participate in them could.

Chairman Felix questioned if a motion was needed on the part of the Commission for a formal endorsement of the draft SCIP up to this point. After some discussion on a required motion, Commissioner Morrison felt the PSCC Support Office needed the Commission's endorsement of the draft SCIP and moved it be approved for submission to DHS. Commissioner Collett seconded

Commissioner Wills suggested an amendment to the motion to include the changes that arose from the morning session of the SIEC meeting. Mr. Knight reported not all of those elements would be included in the Friday submission; however, we would try to include the substantive information. Ms. Meyerson added since the September 11 version was published the ICTAP and SAIC feedback has since been included in the SCIP which hasn't been reviewed by the Commission. She felt it was important that DHS be able to review with the ICTAP and SAIC

feedback incorporated. After some discussion on what version should be endorsed by the Commission and what elements should be included, Commissioner Morrison withdrew her earlier motion and motioned to give the PSCC Support Office the ability to utilize their judgment in submitting the best draft available when it came time to submit. Commissioner Collett seconded the amended motion and it was carried unanimously.

Chairman Felix expressed his appreciation for the efforts of Ms. Meyerson on her management style of the state team, keeping them on track relative to the timeline, and her overall efforts in pushing this project along to keep on top of all the deadlines.

### **Date, Time and Location of Next Meeting**

October 23, 2007, 1:00 p.m.

City of Peoria Municipal Complex (Council Chambers Building)

8401 West Monroe Street

Peoria, Arizona

### **Call to the Public**

Mr. Louie Chaboya, Director of Emergency Management, Santa Cruz County, expressed his initial concerns related to the state's technology direction. However, after attending the morning session of the Statewide Interoperability Executive Committee (SIEC) as well as one-on-one discussions with Mr. Knight and Commissioner Wills, he better understands and recognizes the state's technology plan will support interoperability with VHF systems. He wanted to re-emphasize as he did at the Homeland Security Coordinating Council (HSCC) meeting the importance of VHF systems being in line with the state plan and that they continue to be looked at and approved.

He expressed they are looking at different projects along the border and into Mexico, Cochise and Santa Cruz County, and possibly Tohono O'odham to address interoperability issues but are staying VHF and wanted to ensure that these projects will still be looked at and will fall in line with the state plan. Chairman Felix thanked Mr. Chaboya for his comments and no other comments were received.

### **Recommendations for Future Meetings**

Chairman Felix questioned the additional budget detail information, specifically reference the demonstration project. Mr. Knight advised the budget detail was still a topic to be discussed but the demonstration project was a subset of that topic.

Chairman Felix questioned if the federal highway administration monies for interoperability infrastructure topic would still be discussed. Mr. Knight advised he tentatively has the October 23 PSCC meeting slated for the date of this discussion/presentation.

Chairman Felix suggested governance as another topic for future meetings by either the end of the year or first part of next year. He advised he would like to have a subcommittee of subject matter experts to facilitate the groundwork of discussions on governance. He felt the sooner the better rather than wait for a system to be built out and then trying to resolve how to maintain, pay

for, support, etc. Mr. Knight made note of his request and advised governance is a major component of the state plan and part of the review process by federal Department of Homeland Security.

Commissioner Wills requested discussion on the Inter Subsystem Interface (ISSI) topic and was so noted by Chairman Felix.

### **Adjournment**

Chairman Felix called for a motion to adjourn. Commissioner Worrell moved to adjourn with second motion made by Commissioner Allen. Motion carried unanimously. Meeting adjourned at 2:15 pm.